

MARK C. CURRAN, JR.

SHERIFF

CHARLES E. FAGAN

UNDERSHERIFF

25 S. Martin Luther King Jr. Ave.

Waukegan, Illinois 60085

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OFFICE OF THE SHERIFF

Lake County, Illinois



Requirements for Conducting Foreclosure Sales

Terms of Sale: Ten percent (10%) of the purchase price due by cash or certified funds at the time of the sale and the balance due within (2) two business or the following Tuesday. The property offered for sale is subject to real estate taxes, special assessments or special taxes levied against said real estate and is offered for sale without any representation as to quality or quantity of title and without recourse to plaintiff and in "as is" condition. The sale is further subject to confirmation by the court.

Location of Sale: Lake County Sheriff's Office, Conference Room, 25 South Martin Luther King Jr. Avenue, Waukegan, Illinois at 9:00am every Tuesday and Thursday excluding the business day prior to and after all holidays.

Required Documents: Upon receiving a Conformed Copy (*Judge's Signature/Stamp and Circuit Court File Stamp*) of the *Judgment of Foreclosure* and the Sheriff's Commission Fee, the Sale Date will be issued and considered set. The *Certificate/Proof of Publication* must be received in person or by fax no later than two (2) business days prior to the sale.

Fees: The Sheriff's Commission is \$500.00 per sale, due upon receipt of judgment.

- In the event the Judicial Sales Office is notified of a cancellation **prior** to the scheduled sale date, the Sheriff's fee will be reduced to \$200.00 and a refund check will be issued for \$300.00.
- In the case of a sale of *unimproved real estate* which sells for *\$10,000.00 or less*, the Sheriff's fee shall be \$150.00 and the balance of fees collected will be refunded.
- If a Judgment for Foreclosure Order contains multiple PINs, which are divided at the sale and sold independently, an additional Sheriff's Commission Fee of \$500.00 will be assessed per sale.

Plaintiff/Lender Bidding: The Plaintiff/Lender may provide an opening bid in person at the sale. Advanced bids may be provided by the Plaintiff-Lender and can be submitted via fax no later than two (2) business days prior to the sale. If the Plaintiff does not provide an opening bid, the sale will automatically be continued to the following sale date, unless a Court Order or Judgment ordering the sale specifies otherwise. Advanced bids will only be accepted from the Plaintiff if they are hand-written on a Sheriff's Office [Official Bid Form](#) at:

<http://www.lakecountyil.gov/Sheriff/services/Documents/plaintiffOfficialBidForm.pdf>

Third-Party Bidders: All Third-Party Bidders must have on their person, certified funds (cashier's check, money order or cash), equal to 10% of the amount of his/her bid. These funds will be verified during registration the morning of the sale.

Sale: The sale will be conducted in an open bidding format, with the Plaintiff making the opening bid; either in written, faxed, or spoken form. During the sale, bids will only be accepted by registered bidders. All real estate contained within a *Judgment of Foreclosure* will be offered for sale in its *ENTIRETY* in satisfaction of the debt, unless otherwise specified within the court order or upon request of the plaintiff to offer for sale; *ANY PART, PARCEL OR PORTION* of the real estate to be sold independently.

Funds: All checks must be made payable to, or endorsed over to "Sheriff of Lake County."

Requirements of Successful Bidder: Upon completion of the Sheriff's Sale, the Plaintiff's Attorney and/or Successful Bidder will prepare and submit the following documents for the selling officer's signature: *Certificate of Sale, Report of Sale, and Receipt of Sale*. The original copies of these documents must be returned to the court to be approved at a *Confirmation Hearing*.

- In the case of a successful third-party bidder, the DEED WILL NOT BE ISSUED until the balance of full bid is received by the Sheriff's Office.

Confirmation of the Sale: *Confirmation Hearings* are scheduled by the Clerk of the Circuit Court.

Issuance of Sheriff's Deed: After the *Confirmation Hearing*, the successful bidder shall submit the *Order Approving Sale* to the Sheriff's Office, and a *Deed* will be issued.

Records: All documents received by the Sheriff's Office pertinent to the sale will be filed with the Clerk of the Circuit Court at the conclusion of the case.

Contact Information: Lake County Sheriff's Office

**Judicial Sales Division
25 S. Martin Luther King Jr. Avenue
Waukegan, Illinois 60085**

Office: (847)-377-4401

Fax: (847)-984-5765

Web-site: <http://www.lakecountyil.gov/Sheriff/services/Foreclosures.htm>